



JOB DESCRIPTION

Job Title	Regional Autism Football Coordinator – Lothian region
Reporting to	Football Development Manager
Type of role	35 hours per week, offered on self-employed basis
Hours of work	Post will include early evening coaching work and occasional weekend
Salary	up to £22,000 (on a self-employed contract basis)
Location	Edinburgh – office based with travel across regions with home working opportunities

Team United aims to support young people with disabilities overcome social barriers they often face when taking part in sport, particularly team sports. We focus on supporting young people aged 6 to 16 years with **Autism** but not exclusively.

This is a highly visible role, and you will identify and work closely with football community clubs and other sports organisations and groups to develop partnerships in which to deliver programmes successfully and increase participation of young people to Team United services. A key emphasis is on football but other sport and physical activities may also present opportunities for development.

The Regional Coordinator role is new to the organisation and will increase our resources and the capacity of our work with young people across the Lothian region to engage them in football and other physical activities. This is a varied role with a level of administration work involved.

There will be six Regional Coordinators in post over the next 3 years, forming a branch structure to enable the delivery of Team United programmes and projects including The Autism League and Autism Scottish Cup in 2021/22. This role is funded by UEFA Children's Foundation.

You will foster good relationships with schools and local groups, and a range of community organisations, groups and parents/carers. An emphasis is on football development and delivery across the region. You may also coach teams and will recruit and support sessional coaches and support staff of Team United but also support grassroots coaching staff involved in starting an Autism team.



Main Duties and Responsibilities

1. Provide football coaching to existing teams and develop new sessions and football projects across the region for autistic children and young people aged 6 to 16 years
2. Development and delivery of new Ready, Steady, Play sessions, funded by West Lothian Council for players 6-8 years old
3. Manage local events such as Come & Try sessions with grassroots clubs
4. Manage school holiday camps and other sessions as required
5. Identify opportunities for partnership work and work with the Football Development Manager to deliver the Autism League and Autism Scottish Cup, assessing and supporting players through banding and competition framework.
6. Manage sessional support staff and assist with recruitment and administration ensuring all sessions are staffed appropriately.
7. Engage with local clubs and groups, local authority partners including Active Schools, SFA Regional team and others to increase participation of young people and ensure the Player Pathway is promoted and followed
8. Deliver sessions in schools and arrange monthly showcase events to attract young people to Team United programmes – an emphasis on Autism
9. Roll out of new programmes and projects in association with the Development Manager and Project Coordinator
10. Plan and manage social outings and activities in the social calendar
11. Manage all administration processes and procedures relating to activity and social outings.
12. Attend information events and talks when required to promote Team United across the region
13. Attend to all administration, ensuring player profile and other information is kept up to date and player information is kept confidential and in line with child protection policies

Essential skills – *the following will be used to assess your suitability for the post and you are asked to pay particular attention to this in your supporting information on the application form*

1. Football coaching qualifications (level 1.2 essential but working toward 1.3)
2. Coaching experience in football with young people under the age of 16.
3. Experience of working in delivering activities and projects, working to a delivery plan, particularly sport or physical activity related
4. Previous work experience in working with/supporting young people with disabilities preferably in a sport setting
5. Demonstratable experience of running a sport session/team/club involvement
6. Track record of managing relationships and partnerships with a variety of agencies and the ability to communicate with people at various levels within organisations
7. Good working knowledge of window based programmes including Word, Excel, Powerpoint and have ability to organise data in a structured manner
8. Sound administration skills and related IT
9. Excellent verbal and written communication skills

Desirable skills

1. Experience of managing projects and budgets
2. Experience of organising events/tournaments
3. Previous coaching experience in supporting young people with autism
4. Ability to multi-task and manage multiple projects while maintaining quality of performance required
5. Driving licence with access to a vehicle

Personal Development

The candidate will be expected to undertake appropriate training, complete an Enhanced PVG necessary to facilitate this role. This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that the post will evolve over time. There will be an opportunity for the post holder to shape and develop their role, and utilise existing talents, interests and experience.

Closing date for applications is **Friday 26th February at 5pm. Late applications will not be considered.**

**Applications should be made on the Application Form.
Please do not attach a CV as this will not be considered**

**Please attach your completed application and any supporting documentation and send by email to admin@teamunited.org.uk
Postal application is currently not being received due to access restrictions to our offices.**